



# CITY OF ATLANTA

## Job Announcement

### ACCOUNTING TECHNICIAN

**STARTING SALARY: \$25,943**

**Salary Grade: 9**

**Applications Accepted From: December 19, 2005 until December 30, 2005**

#### **Minimum Job Requirements**

Person applying must have a high school diploma or GED and two years of clerical accounting or budget experience; or an equivalent combination of education, training, and experience.

#### **Duties of the Job:**

This employee maintains daily logs for invoices, vouchers and requisitions, then prepares documents for data entry into the computer system for online access; verifies and reconciles various account information, posts in general ledger accounts, then files or prepares documents for storage on microfilm; complies and verifies information within set deadlines as needed to prepare periodic financial and activity reports; prepares balance sheet, statements, receiving reports, requisitions, invoices, purchase orders, and requests for information; prepares and maintains payroll or invoices on a daily basis to record data; prepares financial statements and reports to reflect data; resolves statements or accounts; utilizes computer and related software to complete various reports, letters, and other documents and to enter data; etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**